

DIRECT LINE

From: Manager, Corporate Information Services

Date: November 4, 1996

1997 *Postal Bulletin* Schedule

Deadline Date (Thurs., 10 a.m.)	Issue Date	Issue Number
December 12	December 19	21935
December 26	January 2	21936
January 9	January 16	21937
January 23	January 30	21938
February 6	February 13	21939
February 20	February 27	21940
March 6	March 13	21941
March 20	March 27	21942
April 3	April 10	21943
April 17	April 24	21944
May 1	May 8	21945
May 15	May 22	21946
May 29	June 5	21947
June 12	June 19	21948

Deadline Date (Thurs., 10 a.m.)	Issue Date	Issue Number
June 26	July 3	21949
July 10	July 17	21950
July 24	July 31	21951
August 7	August 14	21952
August 21	August 28	21953
September 4	September 11	21954
September 18	September 25	21955
October 2	October 9	21956
October 16	October 23	21957
October 30	November 6	21958
November 13	November 20	21959
November 26 *	December 4	21960
December 11	December 18	21961
December 24 *	January 1	21962

* The deadline for articles is Wednesday when a holiday shortens the production schedule.

***Postal Bulletin* Article Preparation and Submission**

If you need help preparing articles for the *Postal Bulletin* or scheduling a special issue, call the *Postal Bulletin* editor at 202-268-2836. All *Postal Bulletin* articles must be submitted with the following:

- A Microsoft Word file of the article as a cc:Mail attachment or on a diskette.
- Final exhibits and artwork.
- A signed clearance memo (see MI AS-310-96-3, *Management of Policy and Procedure Information — Paper and On-Line*).
- A hard copy printout of the final article.

MDC Coordination

Postal Bulletin articles that reference the availability of forms, directives, or supply items at the material distribution centers (MDCs) (New Jersey and Topeka) should be coordinated with Inventory Management, Purchasing and Materials, at least 5 business days in advance of submission to the *Postal Bulletin*.

Pete Stark